



## JOB DESCRIPTION

<b>Job Title:</b>	Heritage Administration Officer
<b>Responsible to:</b>	Director
<b>Main purpose of job:</b>	
<p>The purpose of the role is to support the Office Administrator in the administration of the Scottish Civic Trust (SCT), provide secretarial support to the Director and Technical Committee, and support other staff members in the development and delivery of their projects. This is a junior role with an estimated split of 65:35 administration:heritage project work, and would be well suited to candidates looking for their first post in a heritage environment. Initially the post will be part-time at 17.5 hours per week, with capacity to increase as required by the needs of the Scottish Civic Trust.</p>	
<b>Main Responsibilities:</b>	
<ul style="list-style-type: none"> <li>• Provide administrative support to the Office Administrator in relation to managing the tenants in Tobacco Merchants House.</li> <li>• Be the first point of contact for enquiries to the trust via phone, letter or general email</li> <li>• Manage office supplies.</li> <li>• Manage telephone and postal communications for member local groups and donors</li> <li>• Administer the Technical Committee’s planning log.</li> <li>• Take minutes at Board meetings and Director’s other meetings where required.</li> <li>• Collate board papers and maintain the Trustee’s online information storage.</li> <li>• Arrange Committee meetings and Director’s meeting where required.</li> <li>• Provide secretarial support to the Director where required.</li> <li>• Assist project officers in the delivery of their roles at pinch points throughout the year, including Doors Open Days, the My Place Awards, the Heritage Hooleys and conferences.</li> <li>• Contribute to wider SCT outcomes.</li> </ul>	
<b>Post Requirements:</b>	
<p><b>Qualifications:</b>  Applicants should be able to demonstrate a strong interest in built heritage, such as historic buildings, monuments and parks. This can be demonstrated through <b>any of the following:</b></p> <ul style="list-style-type: none"> <li>• Completion of a relevant degree (architectural history, architecture, archaeology, museum studies)</li> <li>• Volunteering experience</li> <li>• Participation in relevant clubs or societies</li> <li>• Social media posts or other published sources that show a sustained commitment to and interest in the heritage sector.</li> </ul>	

All candidates should have basic proficiency in Microsoft Office packages and should be able to prepare and format letters, minutes and reports as required. Note these skills will be tested as part of the selection process.

**Personal Attributes:**

- Enthusiastic, can-do attitude
- Close attention to detail
- Diligent
- Creative thinker
- Team worker

**Salary and Benefits:**

The post will be in the pay bracket of £18,000- £23,000 pro-rata, based on a 17.5 hour working week, with the potential for an increase in hours in due course. In addition, the Scottish Civic Trust will make pension contributions of 4.5% of your salary towards a work place pension on your behalf. This post has an allowance of 25 days holiday per annum pro rata, including public holidays.

**Application Process:**

Please submit a copy of your Curriculum Vitae, along with a covering letter of no more than 300 words outlining your suitability for the role, to [ruth.oliver@scottishcivictrust.org.uk](mailto:ruth.oliver@scottishcivictrust.org.uk) by 5pm on Friday 9<sup>th</sup> July 2021. As the Scottish Civic Trust uses a blind process to review job applications, please ensure your Curriculum Vitae and covering letter:

- Uses initials only
- Does not include gender pronouns
- Does not include dates

The above will help to reduce unconscious bias in the Scottish Civic Trust's recruitment processes.

Following the submission deadline, the Director and Officer Administrator will review and shortlist candidates. It is intended to take no more than five candidates to interview stage.

The interview will take the form of a timed skills test followed by an interview, to be held via zoom.

The Scottish Civic Trust is committed to equal opportunities in hiring processes. If you wish to find out more, please visit [scottishcivictrust.org.uk](http://scottishcivictrust.org.uk) for our **Strategy to address Racism against People of Colour** and our **Equal Opportunities Policy**.

<b>Reviewed by:</b>	Erin Burke & Charlotte Porter	<b>Date:</b>	13/05/2021
<b>Approved by:</b>	Susan O'Connor	<b>Date</b>	14/05/2021